

NAVAL SEA SYSTEMS COMMAND



The Commodore

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Crane Division CFC participation tops last year's

The Combined Federal Campaign (CFC) was established in 1961 by Executive Order to provide a single unified annual campaign that was efficient and could be accomplished through payroll deductions. Over the years, the CFC has become an easy way...to voluntarily reach out...to touch the lives of those who need our help...to bring about a better world. It isn't difficult to find an organization in CFC that shares your convictions because there are numerous different organizations with different goals and outreach programs.

Pat Daugherty is the Crane CFC Coordinator. The Chairpersons of the 1997 CFC Campaign were Vonda Smith, Code 09; Marcia Hubler, AFGE representative/Code 40; and Connie Smith, SIOCN-IO. Vonda, Marcia, and Connie kicked off this year's campaign on October 28, 1997 with a CFC Agency Fair Kickoff. As part of the fair, local CFC supported organizations were invited to set up a booth at the Cafeteria and showcase the services they provide. Drawings for two Crane CFC T-

shirts were held on conjunction with the CFC Agency Fair. Employees had the opportunity to sign up for the T-shirt give-away at the Crane Cafe during the CFC Agency Fair. Dena Lyon, Code 0651, and Annette Shaw, Code 4053, were the T-shirt winners.

The CFC coordinator and co-chairs, along with several employee coordinators, participated in CFC agency tours again this year. Tour sites included agencies in Daviess, Lawrence, and Monroe counties.

Captain Shotts and Colonel Sowa addressed the audience briefly during the Kick-Off. Throughout the campaign, a CFC message from Command was shown over the Cen-

ter television. Speakers in this video included Captain Shotts, Mr. Gootee, Larry Leonard acting for COL Sowa, Connie Smith, Marcia Hubler, Vonda Smith, and Pat Daugherty. The campaign lasted through December 5, 1997.

To date, 876 out of 3,855 employees have participated in this year's CFC, which places employee participation at 23 percent, almost five percent over last year. Total donations for this year were \$104,836 dollars, which is \$4,504 dollars more than last year. Pledge forms were still trickling in as this article was being prepared.

The following professional
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Pictured above are representatives from CFC supported agencies who participated in the CFC Agency Fair, held in conjunction with the Fall 1997 CFC Kick-Off, on 28 October 1997. (L to r) Michael DeNunzio, United Way of Monroe County; Susan Green, Environmental Fund of Indiana; Bob Smith, Indiana Ronald McDonald House; Donna Lueking, National Voluntary Health Agencies of Indiana; Brian Metzger, Lawrence County 4-H Council; Anita Obando, United Way of Lawrence County; Melody West, Crisis Connection; Vicki Hout, American Red Cross; Holly Bales, Tulip Trace Council of Girl Scouts; Vicky Pierce, Monroe County United Ministries; John Shell, Planned Parenthood of Central and Southern Indiana; Jamie Harris, Bedford Urban Enterprise Zone Association.



Commander's Corner:

"A proactive approach for the new year"

Although the Government's New Year officially began on 1 September 1997, for most of us January 1st marked the beginning of 1998. A new year is generally a time for reflection. What did we accomplish and how well did we do last year? What are our goals for this year? What can we do better? What are our challenges?

Each of us has undoubtedly asked ourselves those questions on both a personal and professional level. I would like to give you my view of where we, at Crane, came from and where we are going.

Last year saw Crane, once again, achieve its financial goals. As Steve Gootee mentioned in the last *Commodore*, total receipts amounted to \$688 million. We held our first "All Hands" Open Forum which included a free flowing question and answer period and LOTS of questions and comments from feedback forms. (In fact, so many that we are still working on answering some of them.) I also like to think that we began a dialogue which will make for a better Crane...a Crane which has all of its employees fully engaged in working together to make things better. In addition, our Open Forum included a presentation from Colonel John Sowa from CAAA. Another first! And we built on the "Team Crane" concept in Janu-

ary by having our first "Off-Site" with CAAA in order to better understand each other and to begin a process of developing a Strategic Plan for the entire Crane installation. We are too important to each other to do anything else.

What else happened last year? On a sad note, our Louisville detachment closed after years of dedicated service. I know that many of you have mixed emotions about the closure, but we should all remember that our primary objective is service to the Navy and the Nation and I believe that Louisville understood this as well and acted upon it. On the other hand, the closure of Louisville is a cautionary tale to us all. Past performance is not a guarantor of long term survival. We must anticipate where the Department of Defense is going and prepare to change. We must be proactive.

Recently we announced another in a series of "outsourcing studies" or as they are known in the bureaucratic vernacular, "A-76 Studies." These mandated studies are intended to place the activities selected (such as Crane's indirect employees) under the magnifying glass of competition. The assumption is that by forcing competition either industry will win the competition or the Government will win by reducing itself to the "most efficient or-

ganization." Either way, DoD saves money. We hope to change this process.

Despite the ongoing studies at Crane, and those most recently announced, we are proactively proposing that Crane become a pilot for a better way of achieving DoD goals while at the same time protecting our employees from the uncertainty of the A-76 process which is scheduled to continue, in a lottery like fashion, until 2004. We have done this with the realization that the biggest challenge facing us this year, and in the immediate outyears, is the choice of either passively waiting for direction to study more and more employee positions or to embark on a process to look at Crane as a whole. We call this concept "regionalization inside the fence" within the context of Business Process Reengineering. We believe that this is the best opportunity to ensure that Crane remains a vital link in the DoD chain while preserving the talents and careers of those individuals who have worked so hard to make Crane what it is today.

Over the next few months Steve Gootee and I will be meeting with senior members in DoD and with our unions to push for this proactive option.

A handwritten signature in dark ink, appearing to read "W.E. Shotts".

W.E. SHOTTS
CAPT, USN
Commander

Combined Federal Campaign

Continued from page 1

organizations showed their support of this year's Crane CFC by their generosity in sponsoring prize drawings: AFGE Local 1415, FEW, FMA, and ASNE. The prize drawings were on held Thursday, December 11, in the Crane Cafe. Prize winners were offered the option of receiving a \$25 WalMart gift certificate or donating \$25 to a charity of their choice. A total of eight prizes were awarded. Prize winners and the sponsoring organizations are the following: AFGE Local 1415: Steven Collins, Code 7068; Daniel Crowley, Code 4052; FEW: Dion Garner, Code 8032; Melody Lashley, Code 0563; FMA: Bobby Hayse, Code 805H; David Brown, Code 09; ASNE: Chris Pierce, Code 4084; Thomas McGuire, Code 6055.

Congratulations to these folks, and thank you to the sponsoring organizations. And, thank you to all contributors to the Fall 1997 Crane Combined Federal Campaign — You have made a difference!



Bill Mason, President, AFGE Local 1415, presents the choice of a \$25 WalMart gift certificate/ \$25 donation pledge forms to AFGE Local 1415 Prize winners Steven Collins, Code 7068, and Daniel Crowley, Code 4052. (L to r) Captain Shotts, Daniel Crowley, Steve Collins, and Bill Mason.

Crane Division CFC Unofficial Results

| Code | Dollars | Participation |
|----------|-----------|---------------|
| 00 | \$2,814 | 23.21% |
| 05 | \$5,667 | 28.57% |
| 06 | \$8,610 | 39.01% |
| 09 | \$11,340 | 29.61% |
| 11 | \$7,458 | 26.38% |
| 40 | \$21,211 | 26.77% |
| 60 | \$13,462 | 14.43% |
| 70 | \$9,902 | 13.23% |
| 80 | \$14,004 | 11.98% |
| Military | \$1,377 | 51.06% |
| CAAA | \$8,294 | 28.21% |
| DRMO | \$355 | 66.67% |
| DAPS | \$78 | 25% |
| DECA | \$212 | 100% |
| OICC | \$52 | 5.56% |
| Total | \$104,836 | |



(L to r) Captain Shotts presents Dena Lyon, Code 0651, with a CFC T-shirt.



(R to l) Captain Shotts presents Annette Shaw, Code 0453, with a CFC T-shirt.



Cathi Crabtree, President, Federally Employed Women (FEW), presents the choice of a \$25 WalMart gift certificate/ \$25 donation pledge form to Dion Garner, Code 8032. (L to r) Cathi Crabtree, Dion Garner, and Captain Shotts.



Cathi Crabtree, President, Federally Employed Women (FEW), presents the choice of a \$25 WalMart gift certificate/ \$25 donation pledge form to Melody Lashley, Code 0563. (L to r) Captain Shotts, Melody Lashley, and Cathi Crabtree.



Lila Massa, Federal Managers Association (FMA) President, presents the choice of a \$25 WalMart gift certificate/ \$25 donation pledge form to Bobby Hayse, Code 805H. (L to r) Captain Shotts, Bobby Hayse, and Lila Massa.



Lila Massa, Federal Managers Association (FMA) President, presents the choice of a \$25 WalMart gift certificate/ \$25 donation pledge form to David Brown, Code 09. (L to r) Captain Shotts, David Brown, and Lila Massa.



Dave Schulte, American Society of Naval Engineers (ASNE) President, presents the choice of a \$25 WalMart gift certificate/ \$25 donation pledge form to Chris Pierce, Code 4084. (L to r) Captain Shotts, Chris Pierce, and David Schulte.



Dave Schulte, American Society of Naval Engineers (ASNE) President, presents the choice of a \$25 WalMart gift certificate/ \$25 donation pledge form to Thomas McGuire, Code 6055. (L to r) David Schulte, Thomas McGuire, and Captain Shotts.

Reduction-in-Force changes under Demo

The following applies to reduction-in-force under the Personnel Demonstration Project:

(1) **DISPLACEMENTS.** The rules regarding veteran's preference remain unchanged. There will continue to be a "bump" process which allows employees in higher RIF tenure groups/subgroups the opportunity to displace employees in lower RIF tenure groups/subgroups regardless of the length of creditable service, i.e., to "bump" someone, the only requirement is that the higher-tenure group employee be "fully qualified" for the position. RIF tenure groups/subgroups include:

| Tenure Group | Subgroup |
|--------------|--|
| 1 AD | Career Veterans (30% Service Disability) |
| 1 A | Other Career Veterans |
| 1 B | Career Non-Veterans |
| 2 AD | Career-Conditional Veterans (30% Service Disability) |
| 2 A | Career-Conditional Veterans |
| 2 B | Career-Conditional Non-Veterans |

In the past, the word "retreat" referred to displacement of an employee in the same RIF subgroup. In order to retreat, the employee had to have actually held that position (or one in the same competitive level) on a permanent basis. In the future, employees may displace employees in the same RIF subgroup if they have greater seniority and are fully qualified for the position. There is no longer a requirement that the employee must have held the position. Thus, the retreat process will be more straight-forward ("seniority driven") which will make it easier for employees to understand.

(2) **ELIMINATION OF FIRST-ROUND COMPETITION.** There were two "rounds" of RIF competition under our old RIF system. The first round involved dis-

placement of "junior" employees by "senior" employees if they were in the same competitive level. The following is an example of first-round competition:

EXAMPLE: Organization 133 abolished a senior engineering position held by John Jones. The retention register showed that John Jones had more time than other employees who were assigned to the same competitive level.

RETENTION REGISTER

1AD JIM BYERS
1A JOHN JONES
1B BILL GRATES
1B JUNE COOPER

Under "old" RIF procedures, John Jones would have automatically displaced June Cooper, the "junior" employee, in first-round competition. Thus, at least three people were potentially impacted (Jones, Cooper, and the person Cooper later displaced if she wasn't separated). Under Demo, Jones will displace the lowest-retention standing employee in his pay band (two employees directly impacted instead of potentially three). If he is well-qualified for other jobs (other product and functional areas), he may not displace June Cooper. He may displace an employee in another organizational unit. June Cooper will be displaced only if she is the "junior" employee occupying a job for which Jones is fully qualified.

(3) **ELIMINATING PERFORMANCE FROM RIF.**

In the past, performance ratings were used to augment service credit for RIF. Under Demo, Performance will be eliminated as a retention factor in future RIF's. Thus, employees' retention standing will be based solely on RIF tenure group (career, career-conditional, etc.), RIF subgroup (30% veteran, other veterans, and non-veteran), and years of creditable service (service computation date (SCD)).

(4) **ELIMINATION OF GRADE RETENTION.**

Under the OPM RIF rules, employees who were demoted received grade retention if they had one year's service at the grade from which downgraded. If they were ineligible for grade retention, they received pay retention (the lesser of their salary at the time of the RIF or 150% of the top step of the grade to which they were demoted). Although pay retention will be preserved under Demo, grade retention will be eliminated. In the past, grade and pay retention eligibles had priority for internal vacancies and had to be selected if they were fully qualified. The abolishment of grade retention will eliminate one mandatory selection source. The use of pay bands will minimize the number of pay retention eligibles since the pay bands will cover a broader salary range.

(5) **DISPLACEMENT RIGHTS UNDER RIF.** Displacement rights under Demo will be limited to no more than the equivalent of one pay band below the employee's present position. Thirty-percent compensable veterans may displace employees two pay bands below their current position. In some cases, this affords employees greater displacement opportunities than they've had in the past. In others, it affords them lesser displacement opportunities.

(6) **COMPETITIVE AREA.** This is the organizational unit and geographic location within which employees compete for retention in a RIF. This definition has been redefined under Demo to place employees covered under the Personnel Demonstration Project in a separate competitive area from those not covered, e.g., bargaining unit employees.

(7) **USE OF SPECIALTY CODES.** HRO is working with individual directorates to identify specialty codes for each position description of non-bargaining unit positions. The specialty codes (job distinctions) will be used in determining job qualifications in (1) making workforce projections, (2) recruiting to fill a vacancy, and (3) conducting a RIF. The specialty code may consist of a product code (primarily composed of our "technical capability" definitions) and a functional code (e.g., test and evaluation, acquisition, design/development, etc.), two functional codes in some cases,

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Winners selected in the Christmas decorating contest

This was the second year the Quality of Life Department has sponsored a holiday Office Decorating Contest. Wanda Isom, Mitzi Blair, and Stephen Taylor judged eight work areas on presentation, originality, and overall holiday spirit. The three winning offices received a pizza and bowling party at the Bowling Center. The winners were Code 60 employees in Building 3287, Code 06 employees in Building 5, and Code 80 employees in Building 3168.

First Place



Captain Shotts awards the First Place award for the Quality of Life Department sponsored Office Decorating Contest to a group of Code 60 employees in Building 3287. (L to r) John Freeland, Amy Poe, Linda Gardner, Captain Shotts, Dave Hugunin, and Janice Hudson. Janice Hudson said, "We've always decorated. The contest just made it more challenging in coming up with better ideas."

Second Place



Captain Shotts awards the Second Place award for the Quality of Life Department sponsored Office Decorating Contest to Donna Ray at Building 5, Code 06. Other employees involved in the festive effort included Barb Strahley, Tracy Pride, and Nancy Consley.

Third Place



Captain Shotts awards the Third Place award for the Quality of Life Department sponsored Office Decorating Contest to Ricki Smith from Code 80 in Building 3168. Ricki said, "We really enjoy decorating. We've done it every year—even before we had a contest." Nikki Abrams, Tracy Hasler, Jerry Hasler, and Frank Dixon all contributed to the decorating effort.

Buy Indiana Business Fair

Building business for southern Indiana

On Thursday, November 13, 1997, Crane Division, Naval Surface Warfare Center, and the Crane Regional Economic Development Organization (CREDO) jointly sponsored a first-ever "Buy Indiana Business Fair" at Crane. The event was designed to acquaint southern Indiana business with Crane's new "Buy Indiana" program, new streamlined purchasing methods available to government buyers, and the kinds of products and services the Division is in the market for.

Club Lakeview was packed full for the event, and the overflow of business representatives watched the speakers televised live at the Theater.

Speakers included Steve Gootee, Executive Director, NSWC Crane; Steve Howard, President, Greater Bloomington Chamber of Commerce; Curt Smith, Chief of Staff for Congressman John Hostettler; The Honorable John Fernandez, Mayor, City of Bloomington; The Honorable John Williams, Mayor, City of Bedford; Mr. Pat Vercauteren, Director, Business Development, Indiana Department of Commerce; Mike Gentile, Manager, Technology Transfer Program, NSWC Crane; Don Schulte, Deputy for Small Business, NSWC Crane; Ron Steele, Manager, BankCard Pro-

gram, NSWC Crane; Colonel John Sowa, Commander, CAAA; and Captain William Shotts, Commander, NSWC Crane.

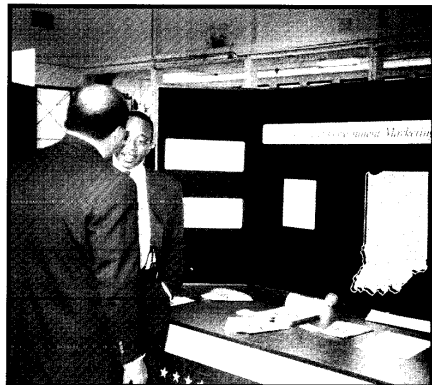
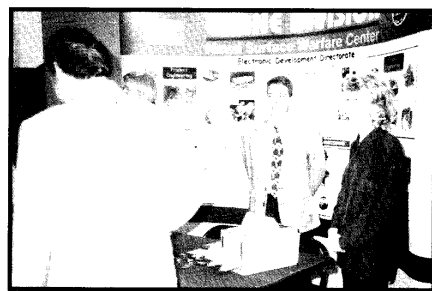
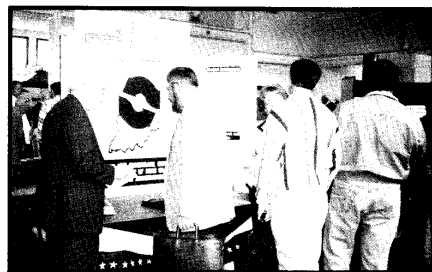
After the briefings, guests were invited to visit the Crane gymnasium where Crane Division representatives were available at 22 displays to discuss Crane's purchasing needs.

Each year, Crane spends more than \$300 million on a broad spectrum of goods and services. Currently, well over half of that total goes to out-of-state suppliers. And, Crane is buying a lot more than electronics and weapons components.

CREDO believes that identifying or developing local sources for as many of the products and services that Crane buys as possible will not only benefit the area's economy, but will also provide customers within Crane with greatly improved service in terms of vendor responsiveness, product quality, and timely maintenance and repair.

Persons attending the Crane Business Fair received a complete rundown on the kinds of products and services that are eligible for purchase from local suppliers. They also had the opportunity to learn about the Federal Government's Bankcard Purchase Program, which is required for inclusion in "Buy Indiana."

Displays at the Gymnasium



Crane Division Points of Contact:

For small business information:

Reggie Joslin, Small Business Advisor
Building 64, Code SB, Phone: 812-854-1542

For general contracting information:

Ron Steele, Supply Acquisition Dept.
Building 64, Code 116P, Phone: 812-854-3685

CAAA NEWS

COL JOHN SOWA
Commander

LCDR B. E. WEBB
Executive Officer



Crane Army Ammunition Activity
Crane, Indiana 47522-5099

LCDR Webb receives the Joint Service Commendation Medal



COL John Sowa presented LCDR Billy Webb the Joint Service Commendation Medal for exceptional meritorious service as Executive Officer and Navy Liaison Officer, Crane Army Ammunition Activity, for the period of 12 November 1996 to 15 July 1997. During this period LCDR Webb displayed exceptional leadership and professional ability in the execution of demanding duties. LCDR Webb's outstanding meritorious service reflects great credit upon himself, Crane Army Ammunition Activity, the United States Navy, and the Department of Defense. Becky and Harrison Webb attended the ceremony along with friends and co-workers.

What is Automatic Identification Technology (AIT)?

This is the first in a series of articles on Ammunition — Automatic Identification Technology (AMMO-AIT) that will appear in the *Commodore*. For more information, especially updates on when things are predicted to happen, see CAAA's home page: www.crane.army.mil

Crane Army Ammunition Activity and selected branches of Crane Division, Naval Surface Warfare Center, have been selected to be partners for the development of AMMO-AIT. This type of AIT mostly applies to shipping and receiving. It involves the use of new computer technology by CAAA personnel in building 13 and Field Storage. In a nutshell: Field Storage people will use vehicle mounted and hand-held PC's to read the barcodes on the ammunition.

Information will also be added regarding seal number, weight and cube. This information will be communicated to a server computer in building 13 where it will be combined with data from the DD 1348 and other information provided by CAAA employees in building 13, and Navy people in building 41 or the Scale House. From this server, the information is routed to all concerned people or other computer systems around the world. The information is also written to an 'RF tag', which is mounted on the milvan or truck trailer. This 'RF tag' allows the shipment information to be read from up to 100 feet away while the truck or train is still moving or as the milvan is being lifted off a container ship.

The U.S. Army Logistics Integration Agency (LIA) in conjunction with the U.S. Transportation Command's (TRANSCOM) Military Traffic Management Command (MTMC); the Army Materiel

Command's (AMC) Industrial Operations Command (IOC); the Training and Doctrine Command's (TRADOC) Combined Arms Support Command (CASCOM); Program Manager (PM) Integrated Logistics Systems (ILOGS); and Headquarters (HQ) United States Army Europe (USAREUR) & 7th Army (7A) is sponsoring, coordinating, and funding a pilot program to implement Automatic Identification Technology (AIT) into the logistic business processes associated with distribution of munitions from a Continental United States (CONUS) Army Depot to Ammunition Supply Points (ASP) in USAREUR.

The use of AIT has been shown to be a valuable technology in many different exercises and contingencies in recent years; however, in each of these uses AIT was only tested and later dismantled. In the Ammunition AIT Pilot Implementation (PI), AIT will, for the first time, be integrated into the actual business processes with the intent that it remain installed. The selection of ammunition as the target application was driven by the crucial nature of ammunition to the war fighter and by the fact that ammunition is managed as an entity. Therefore, by using ammunition, AIT integration is focused on a high priority commodity where benefit and cost avoidance can be easily measured. Moreover, because ammunition is a pervasive commodity to all services, these same benefits can be exported swiftly to all of Department of Defense (DoD) for even greater gains.

The U.S. Army as the DoD Single Manager for Conventional Ammunition (SMCA) moves ammunition through the Joint Munitions Transportation Coordinating Activity (JMTCA) from CONUS depots and storage activities to overseas

destinations through common-user ammunition ports primarily in specifically designed Containerized Ammunition Distribution System (CADS) and break bulk shipments.

The complete integration of AIT is intended to encompass all Tier I and II depots, all seaports and aerial ports, and all CONUS and outside CONUS storage activities and Ammunition Supply Points. In this first phase of Ammunition AIT integration, the POP is focused on the integration of AIT into the business processes and the supporting Automated Information Systems (AIS) from IOC through Crane Army Ammunitions Activity (AAA) through the Military Ocean Terminal Sunny Point (MOTSU), the commercial port at Nordenham, Germany, and Miesau Army Depot to Ammunition Supply Point (ASP) 1 and 8 in USAREUR. In this distribution chain, AIT will be integrated into the:

- pick, pack, and ship processes at Crane AAA;
- receipt, stuff, pad storage and lift processes at MOTSU;
- discharge, transshipment and disposition at Nordenham; and,
- receipt, storage, issue, shipment, and turn-in processes at Miesau and ASP 1/8.

The objective of Ammunition AIT is to optimize and streamline the ammunition logistic processes through:

- maximizing the use of source data automation;
- facilitating Total Asset Visibility (TAV);
- eliminating many manual processes;
- creating a nearly paperless environment;
- integrating a "seamless" process;
- producing valid, accurate, and timely logistics information to all included AIS; and
- synchronizing data and information both horizontally and vertically.

The Ammunition AIT Design Document (DD) provides the functional, AIT, and communication architectures, which will be used to achieve the expected business process improvements. This Design Document is a revision of the Preliminary Design Document prepared by Savi November 11, 1996. Revisions to the original document are shown in italics. Please contact Scott Emery by FAX or telephone 854-1785, for a copy of this form.

CAAA Awards

| | | | | | |
|-----------------------|-------|---------------------|-------|---|-------|
| 10 Years | | Charles W. Sheffler | I O | Richard Inman | I O C |
| James F. Coulter | D O | Richard D. Sparks | D O | Walter F. Shearin, Jr. | S F |
| Danny L. Gilley | I O | Nancy Smith | I O | Charles Terrell | E D |
| Marilyn A. Laughlin | I O | Joseph A. Tucker | D O | Jerry E. Trinkle | I O |
| Wanda Martindale | I O A | | | | |
| Larry A. Mattingly | E D | 25 Years | | 2000 Hours | |
| Michael I. Parvey | R M | Samuel Caswell | I O A | Morris W. Allen | D O |
| Dwight T. Long | E D | Suzanne M. Corbin | D O | Dale O. Gallian | D O |
| | | Dennis Clayton | D O | Paul Grissom | I O Q |
| 15 Years | | James F. Dant | D O | | |
| Robert Bayne | I O A | James R. Dillon | I O | 2500 Hours | |
| Scott Emery | R M | Cread Harris | I O A | David D. Holler | D O |
| Ada Hager | DOI | Marvin E. Query | D O | Richard H. Jones | I O |
| Lelaugh Moffett | I O A | | | Winston Purkhiser | I O M |
| Fred F. Saffari | E D | 30 Years | | Beneficial Suggestions | |
| | | Ruth A. Allen | E D | Milton Clark | I O A |
| 20 Years | | Jerry Bechtel | I O A | A97-026/A97-027 | |
| Roger L. Daniel | | James R. Blake | E D | | |
| Rheta Divine | R M | Charlis M. Crays | R M | Ronald Jones | I O A |
| Charles C. Brown, Jr. | | Merrill J. Crouch | E D | A97-031 | |
| Thomas D. Hess III | I O | Charley Evans | I O A | | |
| Paul D. Isenogle | D O | William Daniel | I O Q | James Hart | I O A |
| Donald R. Lasley | D O | Annabel L. Hall | D O | A97-033 | |
| David R. Overton | D O | Shirley J. Hess | I O | | |
| Sylvester S. Porter | D O | Donna Kelly | I O A | William Lloyd | I O A |
| | | Karlene Kent | D O | A97-044 | |
| | | Phillip Kinser | D O | | |
| | | Donald E. Pavey | D O | Keith Roberts | I O A |
| | | Roland Tillet | D O | A94-057 | |
| | | Charles B. Tow | E D | | |
| | | 35 Years | | Norman Fitzgerald | I O |
| | | Danny D. Gadberry | D O | A95-051/A96-050/A96-053/A96-054/A96-056 | |
| | | Paul W. Grissom | I O | | |
| | | Winston Purkhiser | I O M | Dan Schaffer | I O A |
| | | | | A97-019/A97-020 | |
| | | 40 Years | | Ronald Hackler | I O A |
| | | Ronald M. Mitchell | R M | A97-031 | |
| | | Sick Leave | | | |
| | | 500 Hours | | Jerry Fortner | I O A |
| | | Phyllis Alexander | I O A | A96-081 | |
| | | Antonia R. Mendiola | D O | | |
| | | Don C. Ellis | D O | Stanley Helsley | I O A |
| | | Phyllis F. Cundiff | I O | A96-034 | |
| | | David Workman | I O C | | |
| | | Nancy Smith | I O | Kenneth Walls (10-2-97) | E D |
| | | 1000 Hours | | David Brummett | I O |
| | | Darrell G. Dyer | D O | A97-021 | |
| | | Patricia A. Pruett | R M | | |
| | | 1500 Hours | | | |
| | | David L. Brummett | I O | | |
| | | Kathy A. Grimes | D O | | |

Commander's Corner

February has been designated

CAAA's Safety Awareness Month

For the sixth year, CAAA will emphasize Safety Awareness during February and involve all CAAA personnel in an active effort to identify and correct unsafe acts and conditions that may result in an unplanned safety, security of environment incident.

Planned activities include training, group discussion sessions and Command inspections. Training topics will cover a variety of environmental, explosives safety, security, lock-out/tag-out, fire safety, hearing conservation, FECA, HAZCOM, material handling, wellness and ergonomics issues.

Group training session will be followed by discussions of employee concerns in the areas of safety, security and environmental.

Other events will also be conducted throughout February to increase safety awareness. Get involved and look at your work areas for needed improvements in safety, security, quality, environmental compliance and productivity. We have to work as a team to keep CAAA as a great place to work.

Update...

CAAA installed new silver recovery equipment for the waste stream from the film processing systems used in X-ray operations. This equipment reduced the silver content of the waste processing chemicals to near or below detectable levels and also increased the quantity of reclaimed silver. This reduction allowed for the spent waste chemicals which had previously been collected and processed as hazardous waste, to be diverted to the sanitary sewer system, which thereby saved the costs of hazardous waste disposal. Total cost effectiveness to date is estimated at \$31,279.

GOVERNMENT AMERICAN EXPRESS. We've recently had problems with employees misusing their government American Express cards. Employees are not authorized to use their government American Express cards for cash advances, to pay personal bills, or buy groceries, clothes, gifts or other items not directly related to official government travel (even if they plan to pay the bill in full at the end of the month). Employees receive the government-sanctioned card as a convenience for official government travel and are required to sign an agreement before receiving one. This agreement outlines official and unauthorized uses. Violations of the agreement may result in card cancellation and disciplinary action. So, if you're not on official government travel and you're thinking about using your government American Express to get a cash advance, better leave home without it.

CAAA has eliminated another highly toxic material. After consulting with ammunition component and Navy project customers it was determined the cadmium plating line should be converted over to zinc

coating. The cadmium line consisted of a still and barrel plating process involving as many as nine plating and rinse tanks. Most component drawings call for either cadmium or zinc with a chromate treatment. CAAA will continue to look for new technology and develop new processes to meet stringent environmental and safety concerns that will benefit our customers and employees.

The efforts of a CAAA machine shop VE team helped avoid the cost of buying a large hydraulic press to support fabrication of airframe components for the USQ-113 Communications Jamming Device. The team was able to locate an excess press at a long-term storage facility, inspect it for condition and functionality, and arrange for transfer to CAAA. Crane will receive the press in February and return the funding to the FY98 Capital Investment Program.

CAAA's Industrial Machine Shop recently purchased a unique Swedish-made hydraulic press capable of rapid deep drawing in a single press cycle with only one set of tooling. The machine transforms sheet metal blanks into cylindrical canisters in a matter of seconds by a method known as "reverse-re-draw." The press has resulted in new workload for 60mm, 81mm, and 120mm mortar canisters. The machine is also capable of prototyping small quantities of unusual design.

April has been designated as Army Ideas for Excellence Program (AIEP) "Good Ideas Month."

*Plant your good idea (submit).
Watch it grow (evaluation),
and bear fruit (award)....*

Army Ideas of Excellence (AIEP) Question and Answer Column

This column is intended to address the prickly day-to-day policy issues faced by AIEP coordinators. It voices the questions heard by the HQ AMC AIEP team and the responses given. Since the questions may not be specifically covered in AR 5-17, the answers are open to critique. Ultimately, the final judgment of most of these issues is with the local Commander. Please contact Carol Baldwin by email or telephone 854-2659 if you have any questions regarding the CAAA AIEP Program.

1. QUESTION: During the Internal Review validation of an adopted idea it was revealed that more savings could be realized than originally estimated. They recommended a larger cash award. Is this OK?

ANSWER: Yes. The purpose of validation is to determine the most accurate estimate of benefits. Savings and the recommended cash award could go up or down. The AIEP manager should pay the award based on the findings by the Internal Review Office.

2. QUESTION: If an adopted idea is implemented and in later years it is determined that the savings to the Government is much greater than originally estimated, does the suggester have a right to a larger cash award?

ANSWER: No, if we can assume that wider application is not involved.

a. AR 5-17.6-1 says tangible benefits are based on estimated or actual first year savings. If costs exceed 50 percent of first year benefits calculation may be based on an average of the first 3 to 5 years.

b. This means that savings to the Government beyond the first year (or 3-5 years) belong to the Government without further credit to the suggester. The suggester is notified of this when he/she signs the suggestion form (DA Form 1045), see block 2 on the form.

Local Chevy men are winners of the Indiana Truck Pullers' Association

By Bud Litherland, Code 4074

Fred Shrum, Model Maker in Code 4074, and his brother-in-law, Scott Dayhoff, both from rural Worthington, were BIG WINNERS as they won the closely contested points race in the two-wheel drive pro-stock class for the 1997 Indiana Truck Pullers Season. These men race with the big boys and out pull the best of them with their 1967 Big Block Chevy 454 cubic inch, bored and stroked "Ninja Rat." Their 700 plus horsepower, 2WD 14 inch wide tire, dirt throwing, pulling machine captured the year end BIG trophy to put the final cap on this year's truck pulling season.

To top off this really good season, they won a "grudge match" pull-off arranged between the Indiana and Kentucky Truck Pullers Associations giving Indiana the bragging rights for one year. What was most gratifying, according to Fred, was that they did all of the chassis work, engine building, tire modifications and driving themselves! They don't have big sponsor to provide financial support; they rely on their own knowledge and resources, and compete for the fun and excitement.

Fred and Scott began pulling at county fairs and festivals in 1985. They were successful early on and became "hooked." Since their entry into the Indiana Truck Pullers' Association (ITPA) in 1990, the "Ninja Rat" has been the team to beat. They have won the points race twice and were the runner up three times in their eight years of competition in the ITPA 2WD pro-stock class. The ITPA recognizes three classes: 2WDpro-stock, 4WD pro-stock and 2WD modified.

Continued on page 16



Fred Shrum (right), Model Maker in Code 4074, his brother-in-law, Scott Dayhoff (left), both from rural Worthington, and their "Ninja Rat," won the closely contested points race in the two-wheel drive pro-stock class for the 1997 Indiana Truck Pullers Season.

FEDERAL EMPLOYEE ENTITLEMENTS UNDER THE FAMILY AND MEDICAL LEAVE ACT OF 1993

ENTITLEMENT:

Sections 6381 through 6387 of Title 5, United States Code, as added by Title II of the Family and Medical Leave Act of 1993 (FMLA) (Public Law 103-3, 5 Feb 93), provides covered Federal employees with an entitlement of up to 12 workweeks of unpaid leave during any 12-month period for the following purposes:

- the birth of a son or daughter of the employee and the care of such son or daughter;
- the placement of a son or daughter with the employee for adoption or foster care;
- the care of a spouse, son, daughter, or parent of the employee who has a serious health condition; or
- a serious health condition of the employee that makes the employee unable to perform the essential functions of his or her position.

The FMLA does not cover employees who (1) are serving on a temporary appointment that is limited to one year or less; or (2) are on an intermittent work schedule.

An employee shall take only the amount of family and medical leave that is necessary to manage the circumstance that prompted the need for leave under the FMLA.

Under certain conditions, family and medical leave may be taken intermittently, or the employee may work under a work schedule that is reduced by the number of hours of leave taken as family and medical leave. An employee may elect to substitute other paid time off, as appropriate, for any unpaid leave under the FMLA. Family and medical leave is in addition to other paid time off available to an employee.

JOB BENEFITS AND PROTECTION:

Upon return from family and medical leave, an employee must be returned to the same position or to an "equivalent position with equivalent benefits, pay status, and other terms and condition of employment."

An employee who takes family and medical leave is entitled to maintain health benefits coverage. An employee may pay the employee share of the premiums on a current basis or pay upon return to work.

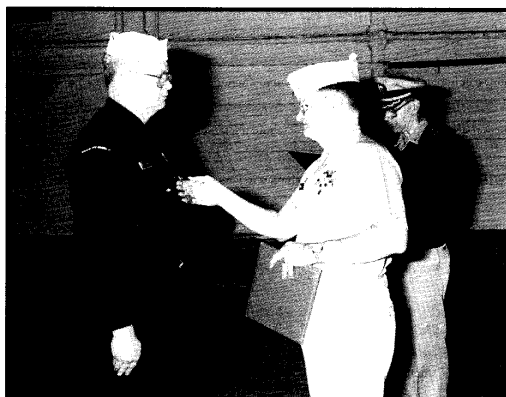
ADVANCE NOTICE AND MEDICAL CERTIFICATION:

An employee must provide notice of his or her intent to take FMLA leave. Notice should be in writing and made not less than 30 days before leave is to begin or as soon as practicable.

An agency may request medical certification for family and medical leave taken to care for an employee's spouse, son, daughter, or parent who has a serious health condition or for the serious health condition of the employee.

This is a brief summary of your entitlements and responsibilities under the FMLA. For additional information, contact your Human Resources Office, Employee and Labor Relations Branch personnel, extension 854-1636.

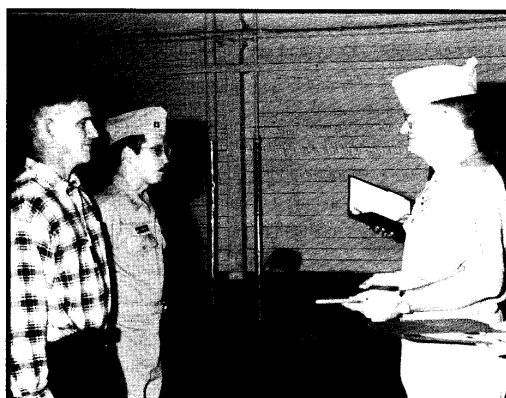
Congratulations to...



Congratulations to Jay Wahlig, Radioman First Class (SW), for Professional Achievement as Division, Departmental and Assistant Command Training Officer in USS O'BRIEN from September 1994 to September 1997. RM1 Wahlig's professionalism and devotion to duty earned him the Navy and Marine Corps Achievement Medal.



Congratulations to Walter Edwards, Mess Management Specialist First Class (SW), for outstanding performance of duty while serving as Chalet Coordinator and Leading Petty Officer, Food Service Division, Supply Department, Naval Air Station Miramar, California. MSI Edward's professionalism and devotion to duty earned him a Letter of Commendation from the Commander, Naval Base San Diego.



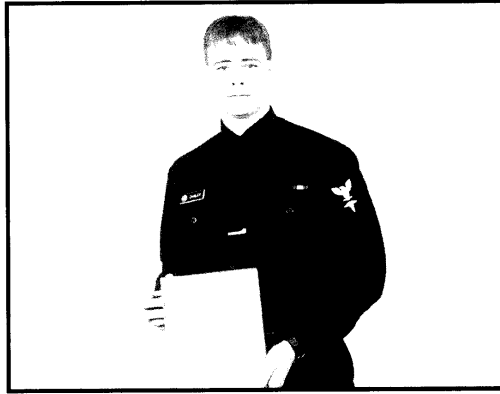
Jeffrey Schafer, Lieutenant, USN, and Robert E. Lee, Code 09, earned a NSWC Crane Letter of Commendation for outstanding effort in coordinating the Crane Division, Naval Surface Warfare Center 12th Annual Commodore Run on 8 November 1997.



John C. O'Dell, Sonar Technician First Class (SW), earned a NSWC Crane Letter of Commendation for outstanding effort as a member of Crane's Color Guard during the successful Prisoner of War/Missing in Action (POW/MIA) Recognition Ceremony on 25 September 1997.



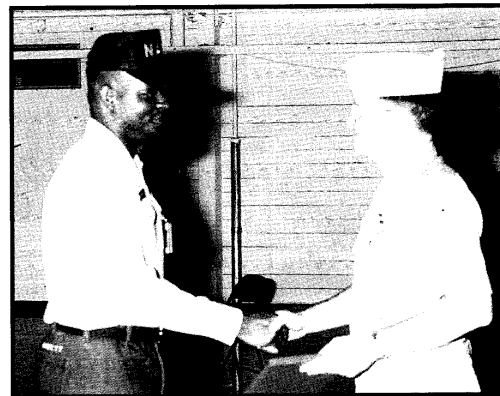
Gregory A. Tedrick, Hospital Corpsman First Class (FMF), earned a NSWC Crane Letter of Commendation for outstanding effort as a member of Crane's Color Guard during the POW/MIA Recognition Ceremony on 25 September 1997.



Gerald C. Darley, Hospital Corpsman Third Class, earned a NSWC Crane Letter of Commendation for outstanding effort as a member of Crane's Color Guard during the POW/MIA Recognition Ceremony on 25 September 1997.



Terry J. Brown, Mess Management Specialist Third Class, earned a NSWC Crane Letter of Commendation for outstanding effort as a member of Crane's Color Guard during the POW/MIA Recognition Ceremony on 25 September 1997.



Roxroy K. Barrett, Hospital Corpsman Third Class (FMF), earned a NSWC Crane Letter of Commendation for outstanding effort as a member of Crane's Joint Service Detail during the POW/MIA Recognition Ceremony on 25 September 1997.

For Sales

Deadline for next issue:

February 9

The FOR SALES page is for the benefit of Crane Division employees and military to advertise items for sale or wanted. There is no charge for this service, however ads may be abbreviated.

Ads may include your home phone. Names or government telephones will not be used, therefore work telephone extensions cannot be listed (except for military personnel.)

Regulations state that private business concerns cannot be advertised; this includes items or property offered for rent, services (such as tax preparation) and advertising animals which are raised solely for sale, etc.

To be printed, ads must contain a telephone number to contact. Yard, garage and moving sales will not be used.

Ads will only be run once. If you want it to run again, it must be resubmitted in writing.

Ads must be submitted in writing to the Public Affairs Office, and must note your name, site, code, and work extension for the editor's reference.

CLOTHING

Prom Dress, purple w/silver beads w/ blue & gold sequins, open in back, sz 8, \$125; also have necklace, earrings & bracelet to match, \$20. Call 812-648-2153.

Prom Dress, white & gold beaded, heart shaped back, sz 8, \$175. Call 812-648-2153.

COMBINATION

Where There's a Will There's an 'A' (for High School Students) **VCR Tapes (2) & Book**, \$30.00; **Small Refrigerator**, great for Dorm, \$75; **Sheets** (1 fitted, 1 flat, 1 pillow case), twin sz, long, pink (Vincennes University dorm beds have extra long mattresses.) \$5. Call 812-384-8562.

1966 Hobbs 40' Flat Bed, steel flr, 10.00x22 Dayton, make offer; **1973 Fruhauf 45' Flat Bed**, 10.00x20 Dayton, make offer; **1980 Hobbs 40' Flat Bed**, 11x24.5 Budds, make offer. Call 812-354-9045 after 5 pm.

4 Uniroyal Tires, P235-70 R15, white letter, \$75; **Exercise bike**, \$25; **Stair climber**, \$25; **Cordless speaker phone** w/dual key pad, \$25. Call 812-636-4330.

Matching sofa, love seat & chair, \$200; **2 solid oak end tables**, \$40 ea; **2 lg living room lamps**, \$15 ea; **lg antique wagon wheel**, \$25. Call 812-863-4353.

16 cu ft upright freezer, pristine cond, \$375; **Maytag jetclean portable dishwasher** w/butcher block top, \$275; **2 window-unit room air conditioners**, good cond, call for BTU's & price. Call 812-854-1340, anytime. (Military ad)

Kodak 35mm Camera, good working cond, \$20; **Kenwood portable CD player** w/car adapter & remote, great cond, \$35; **Ladies blk leather jacket**, sz M, exc cond, \$40; **Ladies 1 kt purple stone ring** w/14 kt gold band, \$30. Call 812-323-0955.

Stereo, Realistic brand, 33-watt receiver with am/fm, two 100-watt speakers, w/newer Optimus dual cassette player/recorder deck, \$100. Also, size small-medium **mens leather jacket**, \$50. Call 812-247-2029.

HOUSEHOLD GOODS

Baby Chest w/built in Changing Table by Cosco, exc cond, new over \$250, asking \$100. Call (812) 335-0515.

Like new **Wright Westinghouse electric range & oven**, white, 3 sm burners, 1 lrg burner, can be seen at QTR'S "U," \$150. Call 812-854-1274 after 4 pm. (Military ad)

2 Super Single Water Beds, \$50 ea OBO. Call 812-354-9045 after 5 pm.

MISCELLANEOUS

RCA ProEdit VHS Camcorder, exc

cond, needs new rechargeable battery, works on AC without battery, incl's hardcase w/TV accessories, \$150. Call 812-295-4092.

1990 Kawasaki ZR550 Zephyr Motorcycle, runs great, like new cond, only 3,600 mi, \$1,875 OBO. Call 812-279-3857 lv msg.

Motorola Cellular Flip Phone, Model DPC 650, AC charger & leather case incl'd, used very little, asking \$60. Call 812-384-8316, if no ans lv msg.

1994 Suzuki QUADRUNNER, less than 1K mi, exc cond, \$3,000. Call 812-636-4411 after 3:30 pm. (This is an ATV 4-Wheeler.)

1985 3-Wheeler, Big Red, \$1,000. Call 812-849-5929.

1997 Harley-Davidson 1200 Sportster, silver/black, screamin Eagle pipes, adjustable hwy peg kit, tall sissy bar, luggage rack, many other extras, over \$9,500 invested, asking \$8,500. Call 812-336-6406 (Bloomington).

1961 861 Ford Tractor w/plow, 2 disks, post hole digger, mowing machine & hay wagon, \$5,500. Call 812-636-4984.

Acquire a whole library of the "greatest" **books & classics**. Books are semi & fully leather bound from the Franklin Library and the Easton Press, 82 volumes in all, mint cond. Call 812-247-2617 for title list or personal viewing.

I.H. Model 350 utility farm tractor w/loader, equipped w/live power take off & 3-point hitch, \$4,500 OBO. Call 812-328-6241. (Can deliver if needed)

Antique cast iron double bowl kitchen sink. Call 812-384-8869.

King Pilot Training Course, Instrument rating written exam course, Instrument flight test video, Instrument computerized exam review, \$150, (cost \$287 new); **Commercial pilot written exam course**, **Commercial/CFI flight test video**, **Commercial computerized exam review**, \$150, (cost \$317 new). Call 812-648-2153.

MOTOR VEHICLES

1950 Antique Chevrolet Pickup. Newer 235 6 cyl, 3 spd, & rear axle, runs good, \$2,000. Call 812-279-5932.

1975 Chevrolet Dually pickup 454 4sp w/slide-in camper, \$1,500. Call 812-636-4984.

1981 Ford F150 Supercab pickup w/camper shell, runs good, AT, PB, PS, would make good truck for hauling wood or trash, custom made heavy duty stock racks also avail. Call 812-636-4072 anytime.

1981 Ford F-250 4x4 460 automatic, \$4,500 OBO. Call 812-354-9045 after 5 pm.

1983 Oldsmobile Tornado, looks good, needs brakes & exhaust, \$1,000. Call

812-636-4984.

1989 Oldsmobile Ciera, high mileage, great cond, \$2,500. Call 812-863-4391.

1990 Thunderbird LX, loaded, moon roof, Alpine stereo system w/graphic equalizers & subwoofers, window tint, black ext, gray int, new brakes, 85K mi, \$5,995. Call 812-863-7912 (week days), 812-863-4353 (aft 4 pm & weekends).

1991 GMC Sierra SL 1/2 t Pickup, V6, man trans w/OD, AC, Cruise/tilt, Reece hitch w/elect brake, bed liner, exc cond, \$7,200. Call 812-384-3087.

1993 Plymouth Voyager SE 3.3 liter V-6 FI, 112K mi, very good shape, most all options, \$6,000 OBO. Call 812-636-4089, Odon.

1993 Chevrolet Tahoe, full sz, 4-Wheel Drive, Silverado pkg, 350 V8 eng, AT, loaded, 85K mi, exc cond, priced wholesale \$15,000. Call 812-825-2751.

1993 GMC Jimmy SLE, 4.3L Vortec V6, 4 dr, push button 4X4, red, 83K mi, PW, PDL, RWD, AT, AC, rear wiper, tinted windows, exc cond, \$13,995 OBO. Call 812-279-0878, lv msg.

93 Dodge Stealth ES, red w/grey cloth interior, 3.0-V6 DOHC, non-turbo, 5-spd manual trans, PW, PL, PB, PS, CC, AC, rear wiper, AM/FM/Cass/CD-Changer w/9-band EQ, 91K miles, \$8500 OBO. Call 812-275-8809.

1994 Ford Taurus GL, all power, including seat, red/red, 49K Miles, \$8,495. Call 812-847-9304.

1995 Pontiac Grand Prix SE, 4 dr, exc cond, make offer. Call 812-636-4330.

1996 Dodge Grand Caravan Mini-Van, 42K mi, loaded, exc cond, \$17,500. Call 812-824-4097.

REALESTATE

Spacious 3 Bedroom Home close to park in Odon, 1.5 BA, LR, KIT, DR, large family room, 1.5 car garage, located in nice neighborhood, asking \$55,000. Call 812-636-4330 for appt.

3 BR Ranch Home on Beautiful Setting, 1.6 acres 5 mi from Crane Gate, total electric, oak kitchen cabinets, new flooring in kit & MBR, 1.5 BA, deep well, city water hookup available, 2 car garage insulated w/work shop area, electric range, dishwasher & electric dryer 6 mo old, \$67,500. Call 812-636-4521.

SPORTING GOODS

12 ft Lowe Line Jon Boat w/paddle, \$125; **Minn-Kota Trolling motor 24# Thrust**, \$75, **SI-TEK graph recorder** w/mount & extra roll of paper, \$100, will sell all three together for \$275. Call 812-636-4579.

1971 Fabuglas 16' Bassboat w/1972 65hp Johnson eng, 2 live wells, 2 anchors & lg ice chest, \$2,500 OBO. Call 812-354-9045 after 5 pm.

Captain Shotts presents Length of Service Awards



Charles Phillips, Code 40, 35 years



Harold Snead, Code 40, 30 years



Nyle N. Riegle, Code 60, 30 years



Stephen P. Gootee, Code ED, 30 years



Larry W. Woos, Code 06, 30 years



Robert D. Brinson, Code 11, 30 years



Lonnie J. Jackson, Code 09, 30 years



Kathryn L. Shewmaker, Code 09, 30 years



John R. Harding, Code 09, 30 years



Richard D. Barber, Code 09, 30 years



Steven J. Padgett, Code 09, 30 years



Morris R. Weibel, Code 06, 30 years



Gale A. Hunt, Code 09, 30 years



Robert Hayes, Code 09, 30 years



Gene O'Brian, Code 40, 30 years



William Wade, Code 40, 30 years

Ninja Rat

Continued from page 11

The "Ninja Rat" has become a popular sight at truck pulls throughout the state.

The big green 1967 Chevy truck "Ninja Rat" was named after the popular 1990's kids green Ninja Turtle's mentor, Master Splinter. Ninja Rat, as the Big Block Chevy engine is often referred to as a "Rat" in motor sports competition. Watch for Fred and Scott at your local county fair. If your local fair has a truck pulling contest, the big green "Ninja Rat" will be there to throw some dirt and excitement your way!

Retirees

| | |
|---------------------|------|
| Max E. Stuffle | 09 |
| Ernest R. Wytenback | CAAA |
| Carl L. Flynn | CAAA |

The Commodore Crane Division Naval Surface Warfare Center

CAPT W. E. SHOTTS,
Commander
STEPHEN P. GOOTEE,
Executive Director

The Commodore staff:
JILL DAWSON,
Editor

This newspaper is an authorized publication for members of the military services and civilian personnel of the commands and activities located at Crane Division, Naval Surface Warfare Center. The Commodore is printed commercially. Its contents do not necessarily reflect the official views of the U.S. Government, the Department of Defense or the U.S. Navy and do not imply endorsement thereof. The editorial content of this newspaper is prepared, edited and provided by the Public Affairs Office of Crane Division, Naval Surface Warfare Center.

Address correspondence to: Code 052JD, Bldg. 1, NAVSURFWARCENT-DIV, 300 HWY 361, CRANE, IN 47522-5001. DSN (AV) 482-5342, COMM 812-854-5342, FAX 812-854-4165.

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In Memoriam

Ernest Morgan Cosby, 71, of Washington, passed away on December 12.

George "Spike" Richard, 74, of Washington, passed away on December 12.

Loran W. Bailey, 82, of Mitchell, passed away on December 14.

Roy V. Terrell, 77, of Mitchell, passed away on December 16.

Harold L. Hulén, 74, of Bicknell, passed away on December 16.

Gordon D. Auberry, 62, of Evansville, passed away on December 16.

Lena Pearl Williams, 91, of Bedford, passed away on December 17.

Paul Mason Holtsclaw, 74, of Bloomfield, passed away on December 19.

Edgar "Gene" Payton, 78, of Bloomington, passed away on December 25.

Raymond Edward Miller, 83, of Newburgh, passed away on December 31.

Melvin "Pete" Pickett, 82, of Lyons, passed away on January 6.

Raymond Chestnut, 72, of Odon, passed away on January 7.

RIF

Continued from page 4

and only a product or functional code in other cases. The specialty codes for non-bargaining unit positions in Codes 40, 80, and 70 are in the process of being reviewed by managers. HRO will complete identification of the specialty codes for non-bargaining unit positions in Code 60 and the G&A directorates by the end of January.

An additional article on this subject, in question and answer format, is planned for a future issue of *The Commodore*. If you have a specific question you would like to see answered in that article, please send it to Connie Lacer, Code 0642, Bldg 5 or electronically to the USERID "DEMOMAIL".

Share your news...

Has your organization had a recent Ribbon Cutting Ceremony? Is your organization doing something new, or something old differently? Do you have a new building? If an article has not been published in *The Commodore* about your new capabilities, then someone in your organization should write and submit one! It doesn't need to be perfect... just put a draft together, send it to the editor with a request for assistance, and let her help you prepare the final draft.

Final articles should be no longer than 1 1/2 single-spaced typed pages, and should include at least one photo with a caption.

On a personal note...

The Commodore does print the following announcements:

- Birth/adoption announcements for Crane employees;
- Wedding announcements for Crane employees themselves, but not their children; and
- Welcome to new employees, if we receive an announcement.

(Photos will only be used on a space-available basis. If you want your photo returned, you must write on the back of the photo, "Return to:" with your name, building and code.)

In the ads...

The FOR SALES page is for the benefit of Crane Division employees and military to advertise items for sale or wanted. If you do not work at Crane, please do not submit any ads. If you work at Crane, please submit ads only for people living within your household.

To be printed, ads **must** be submitted in writing to the Public Affairs Office, and **must** note your name, site, code, and work extension for the editor's reference.

Ads must include your home phone. Regulations state that private business concerns cannot be advertised; this includes items or property offered for rent, services (such as tax preparation) and advertising animals which are raised solely for sale, etc. Please do not use your Realtor's phone number in your ad. Please do not submit business ads for your spouse or friends.